DD/M&S 73-3564

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6 SEP 1973

MEMORANDUM FOR: Director of Communications
                   Director of Finance
                   Director of Joint Computer Support
                   Director of Logistics
                   Director of Medical Services
                   Director of Personnel
                   Director of Security
                   Director of Training
                   Director of Planning, Programming and Budgeting

SUBJECT   : Seventh Annual Records Management Conference

STAT

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1. The Seventh Annual Records Management Conference is
scheduled for 10, 11 and 12 October 1973

2. Mr. Colby has agreed to open the Conference by pre-
senting his views on the Agency's Records Management Program.
He will meet with us from 1400 to 1445 hours on 9 October in
the Auditorium. Although the Conference is for records manage-
ment personnel, you and your senior officers might wish to attend
this session with the Director.

STAT

3. Panels consisting of members from all Directorates will
meet [   ] to review records management procedures for
eventual publication in handbook format. In addition, Directorate
sessions will be held to discuss internal matters. A represent-
ative of the Records Administration Branch will contact your
Directorate Records Management Officer requesting his assistance
in determining the personnel who plan to attend.

4. I urge that the heads of your components allow their
records management personnel to participate in the Conference
activities.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

ACM:HLB:mj (5 Sept 73)
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6 SEP 1973

MEMORANDUM FOR: Deputy Director for Intelligence
                 Deputy Director for Operations
                 Deputy Director for Science and Technology
                 Executive Secretary, DCI

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